

WDE OPERATIONS

Information Management

Legal Name Entry Guidebook



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Wyoming Department of Education

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Table of Contents

Introduction	4
Authority	4
WISER Registration System	4
Proof of Full Legal Name	4
Best Practices	5
Last Name.....	5
First Name	5
Middle Name	6
Nicknames.....	6
Suffix.....	6
FERPA Compliance	6
Frequently Asked Questions	6

Introduction

Data quality is vital to running an efficient organization, and is a top priority for the Wyoming Department of Education (WDE). It is critical that each individual be accurately and authentically identified. The eligibility for school services, assessment scores, authentication into statewide systems, and funding are determined by data submitted by school district personnel. Decisions affecting student learning are made based on the accuracy of the data.

School Districts, as well as the post-secondary institutions, accredited institutions, and other respondents, are required to submit a variety of data collections each year. The data collected by the WDE are critical to the continual growth of Wyoming's education system. It is widely agreed upon that quality and timely data are helpful to inform the work of stakeholders, such as students, teachers, administrators, parents, and policy makers, in order to most appropriately impact the teaching and learning process.

This guidebook serves as the best practice documentation for the entry of Legal Names in WDE data collections and the WISER Registration System.

Authority

Pursuant to WS § 21-2-203, the WDE required full legal names on student/staff level data collections and within the WISER Registration System, beginning in the 2010-2011 school year.

WISER Registration System

The WISER Registration System, which is a key component of the overall WISE Data System, assigns and maintains WISER ID numbers for students and staff in Wyoming schools. A WISER ID is a single, non-duplicated number that is assigned to, and remains with, a student throughout their educational career – including Wyoming post-secondary schools. Educators and school staff in Wyoming also have WISER IDs to enable submission of staffing data to the WDE. An individual who is both a student and staff member will only have one WISER ID. More information about the WISER Registration System can be found on the [WISER Registration System Website](#). Full legal names are required to be used to obtain WISER IDs and on WDE data collections.

Proof of Full Legal Name

All names within the WISER Registration System and WDE data collections are required to be entered as they appear on Birth Certificate and/or Legal Presence documents. Official proof of Full Legal Name documents include:

- United States Birth Certificate (certified copy from state or local vital statistics office)
- Identification card issued by the governing body of a United States Bureau of Indian Affairs Recognized Tribe in the United States of America.

- USCIS American Indian Card
- State issued driver's license or ID card
- Birth Certificate or passport issued from a US Territory:
 - Puerto Rico,
 - Guam,
 - U.S. Virgin Islands,
 - Northern Mariana Islands,
 - American Samoa,
 - Swain's Island
 - District of Columbia
- US Passport
- Certificate of Naturalization or Citizenship
- Permanent Resident Card (Green Card)
- A U.S. city, county or state court-issued adoption decree

Important Note: The WDE does not collect or store these documents. It is the responsibility of the school district or post-secondary institution to accurately enter the data into the WISER Registration System.

Best Practices

Last Name

- Enter only the Last Name in this field.
- Accepted values are letters, spaces, hyphens, apostrophes, and the number "3".
- No spaces should exist between prefixed or hyphenated last names (e.g., MacArthur, O'Connor, Smith-Jones).
- Punctuation shall be included in all segments of the name.
- Unless otherwise noted by the documents, the abbreviation "St." in the last name should always be followed by a period and a space, as in the following example: St. Michael
- Do not omit the space, as in "St. Michael".
- Last name prefixes such as De, La, O, Van and Al, and lower case prefixes such as el, al, ibn, and ha, should be entered as part of the last name. Example: el-Erian
- Do not enter suffixes in the Last Name field.
- In case a person has two or more last names, use a space or hyphen in between them, exactly as it appears on the legal documents. Example: Smith-Jones

First Name

- Enter only the first name in this field.
- Full first names must be used. Example: "William" not "Will" or "Billy".
- Accepted values are letters, spaces, hyphens, apostrophes, and the number "3".
- In case a person has more than one first name, use a space or hyphen between them, exactly as it appears on the legal documents. Example: Anne-Marie
- The full first name must be used. Please do not enter an initial.

Middle Name

- Please use the legal middle name as it appears on the legal documents. This element is optional on the WISER Registration System and WDE data collections, but highly recommended.
- Accepted values are letters, spaces, hyphens, apostrophes, and the number “3”.
- Middle Name can contain an initial. Enter a period after an initial.

Nicknames

- Nicknames are not to be used in the WISER Registration System or on any WDE data collections.
- Nicknames are not to be entered in the Middle Name field.

Suffix

- This is a generation indicator such as “Jr” or “III”. This element is optional, but highly recommended if known. The only allowable characters are letters and periods.

FERPA Compliance

The WDE adheres to all portions of the Family Education Rights and Privacy Act (FERPA) to protect the privacy of student education records. Details can be found here:

- [20 U.S.C. §1232g; 34 CFR Part 99](#)

Frequently Asked Questions

Whom Do I Contact Regarding Staffing Data Questions?

- Elizabeth Foster, (307) 777-7009 or elizabeth.foster@wyo.gov

Whom Do I Contact Regarding Student Data Questions?

- April Strong, (307) 777-8751 or april.strong@wyo.gov

Whom Do I Contact Regarding Username And Passwords Or Collections Roles In Order To Upload A Collection?

- The rights to upload data to the Department are managed by the organization’s main office. For assistance, please contact the organization’s WyEd administrator, who can assign these rights.
- If the organization does not have a WyEd administrator, please reach out to Brian Wuerth, (307)777-6748 or brian.wuerth@wyo.gov.

Whom Do I Contact Regarding The Wyoming Department Of Education Data Collection Efforts As A Whole?

- Susan Kruse, (307) 777-6252 or susan.kruse@wyo.gov
- Elizabeth Foster, (307) 777-7009 or elizabeth.foster@wyo.gov